

Panelist Instructions for Using WebEx

Steps for accessing a WebEx meeting:

Option One:

Panelist receives an email with an URL link.

1. To join the WebEx panel meeting, click the meeting URL provided in the email received from the NSF Program Manager.

NOTE

The URL is provided here, but you can expect to receive a custom letter outlining:

- Date, Time, Topic
- Meeting Number
- Meeting Password
- Steps to join the call
- Toll- free number

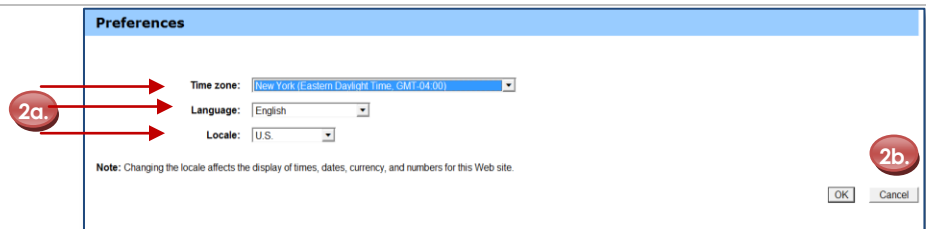
To join the online meeting via WebEx from a Windows or Mac Computer

NOTE: Audio for this meeting will be delivered through the telephone only. Participants need a touchtone telephone, computer with Internet access and a web camera (if they wish to be seen). If you do not have a web camera, you will still be able to see others joined and sharing their video images. Please submit requests for reasonable accommodations needed to participate in this online meeting to PMANAGER@NSF.GOV for coordination and arrangements.

1. Go to <https://mmancusa.webex.com/mmancusa/j.php?ED=183687307&UID=1281689612&PW=NODRiZmNiMzlm&RT=MlMxMQ%3D%3D>
2. If requested, enter meeting number 741 613 501.
3. If requested, enter your name and email address.
4. If a password is required, enter the meeting password: P12160X
5. Click "Join" and follow the instructions on your screen to download and run the WebEx media player plug-ins required to see content being shared during the meeting.
6. Next, enter your telephone number on second line of "Join Teleconference" box that appears on your computer screen, click "call me" and answer your telephone. International/global participants may have to dial direct to the audio bridge from a telephone using "Join by Teleconference Only" instructions below.
7. Locate and click the camera icon to turn on and send your video and then confirm that you can hear and see content being shared.

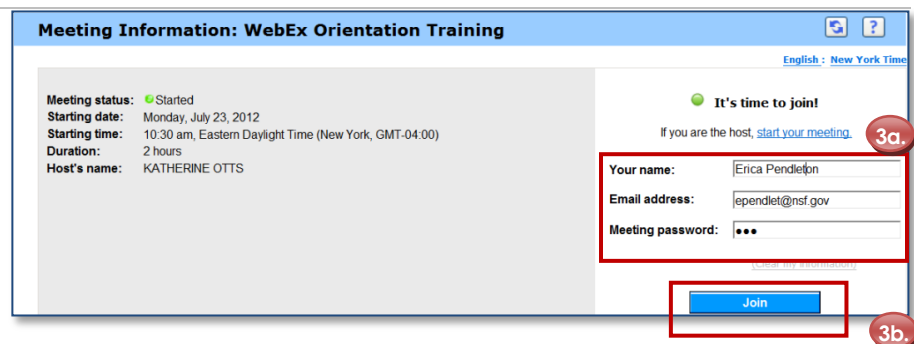
2. The URL opens and displays the **Preference** window.

- a. Customize the Preference window by Time, Language and Locale. Select the drop-down windows to perform this task.
- b. Click OK.



3. The **Meeting Information** window displays.

- a. Enter your first and last name (use legal names no nick-names: Michael not Mike), email address and Meeting password in the fields provided.
- b. Click Join.



VIRTUAL PANEL CONNECTIONS- INSTRUCTIONS FOR SCHEDULING A MEETING

Questions? Comments? Contact us at: LearnNSF@nsf.gov

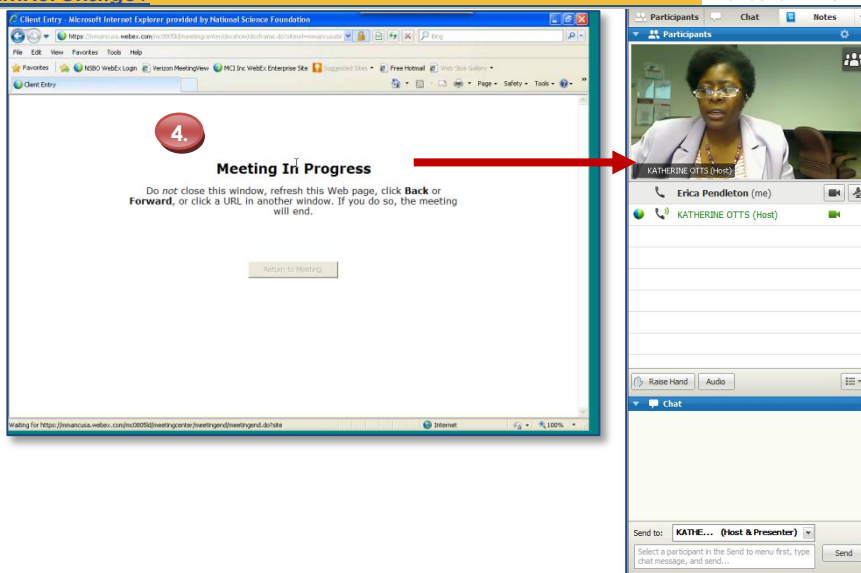
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4. The **Meeting In Progress** window displays. The WebEx session is now activated or LIVE.

NOTE

Follow all meeting protocols, policies and guidelines outlined:

- Be aware of how you handle and share Personal Identifiable Information (PII)
- Disclose any possible Conflict of Interest (COI)

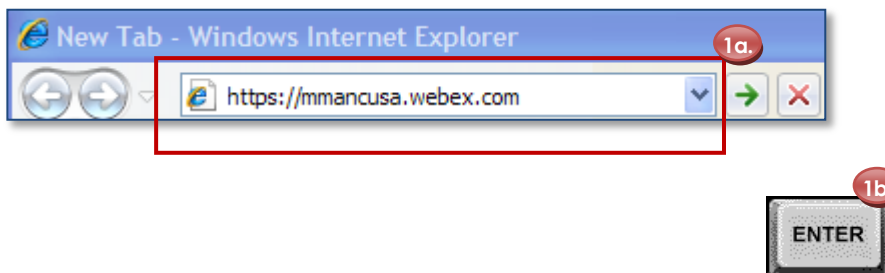


This concludes: Option One.

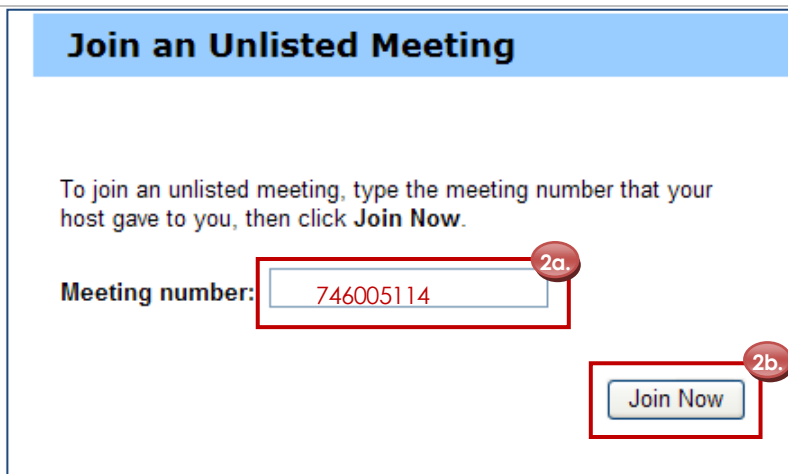
Option Two:

If you have not received an email with a WebEx link then select, Option Two. Panelist must open a browser to provide direct access to the WebEx meeting.

1. Open a web browser (Internet Explorer, Safari, etc.) to Login to WebEx.
 - a. Type the following URL in the Window provided:
<https://mmancusa.webex.com>
 - b. Select the Enter Key on the keyboard to continue.



2. The Join an Unlisted Meeting window displays.
 - a. Type the meeting number provided in your email (i.e., 746005114) in the field provided.
 - b. Click Join Now.



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3. The **Meeting Information** window displays.

- Enter your first and last name (use legal names no nick-names: Michael not Mike), email address and Meeting password in the fields provided.
- Click Join.

Meeting Information: WebEx Orientation Training

Meeting status: Started
Starting date: Monday, July 23, 2012
Starting time: 10:30 am, Eastern Daylight Time (New York, GMT-04:00)
Duration: 2 hours
Host's name: KATHERINE OTTS

It's time to join!
If you are the host, [start your meeting](#).

Your name: Erica Pendleton
Email address: ependle@nsf.gov
Meeting password: ●●●

[Join](#)

4. To Join the Meeting window displays.

- Click one of the two options available to access the meeting.

To Join the Meeting

Either

- Click the yellow **Information Bar** at the top of the page.
- Choose **Install ActiveX Control...**
- In the security warning dialog box that appears, click **Install**.

Or

- [Click Here](#)
- Click **Run** in any dialog box that appears.

5. Meeting In Progress window displays.

- The WebEx session is now activated or LIVE.
- User may be prompted to accept and run two WebEx plug-ins at this stage.

Meeting In Progress

Do not close this window, refresh this Web page, click **Back** or **Forward**, or click a URL in another window. If you do so, the meeting will end.

[Return to Meeting](#)

Internet Explorer - Security Warning

Do you want to run this software?

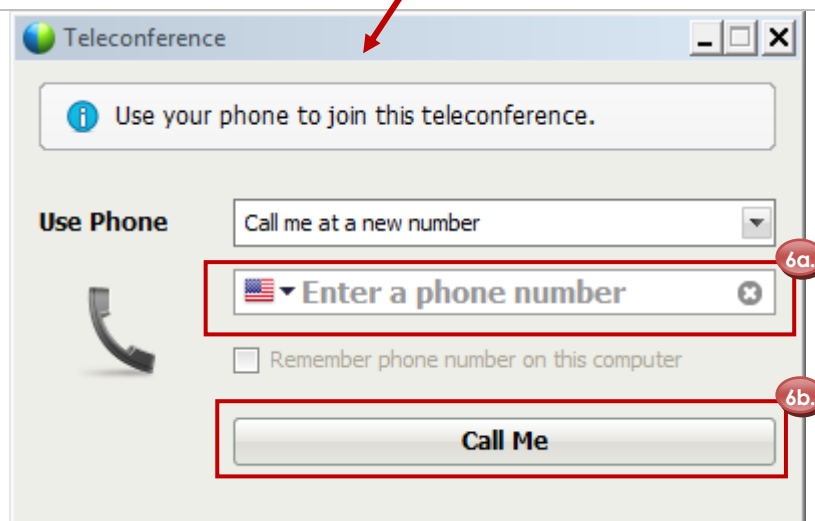
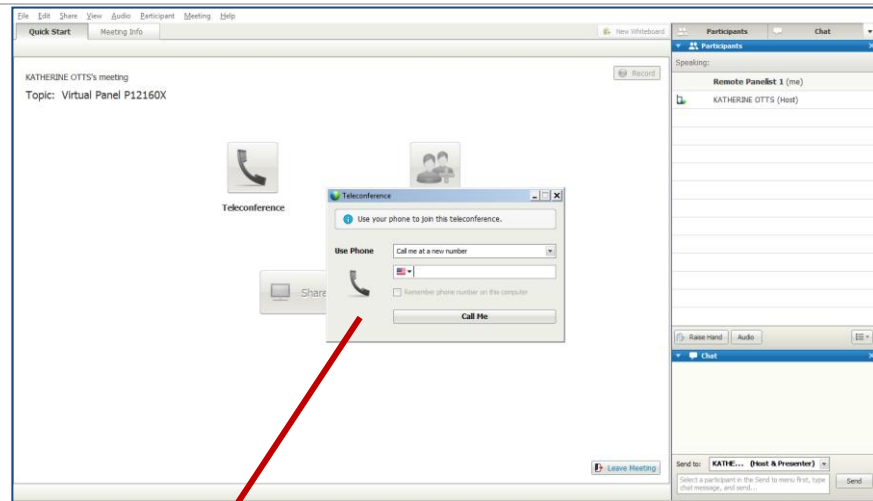
Name: WebEx
Publisher: WebEx Communications Inc.

☒ More options [Run](#) [Don't Run](#)

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)

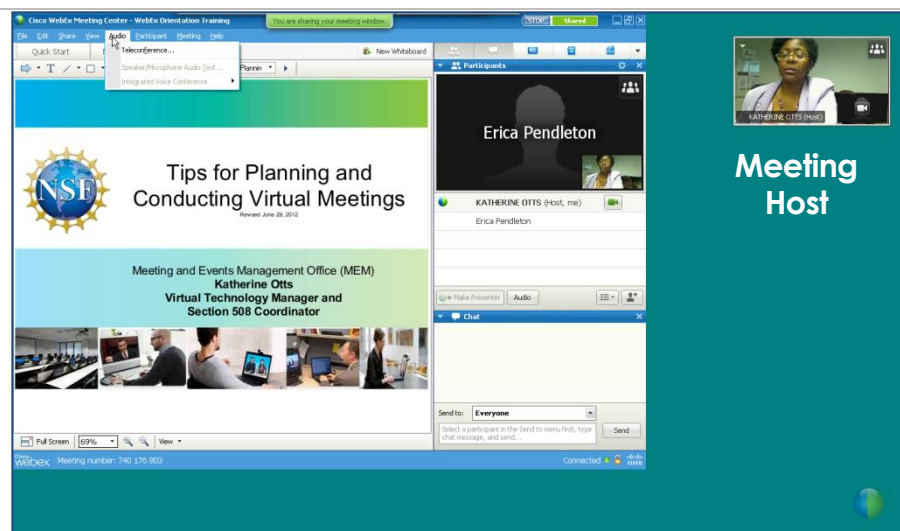
6. The **Join Teleconference** box displays:

- Enter your phone number in the field provided.
- Click "Call Me" your phone will ring/answer to complete the WebEx audio connection.



7. WebEx Connection completed, **Meeting In Progress** window displays.

This concludes: Option Two.

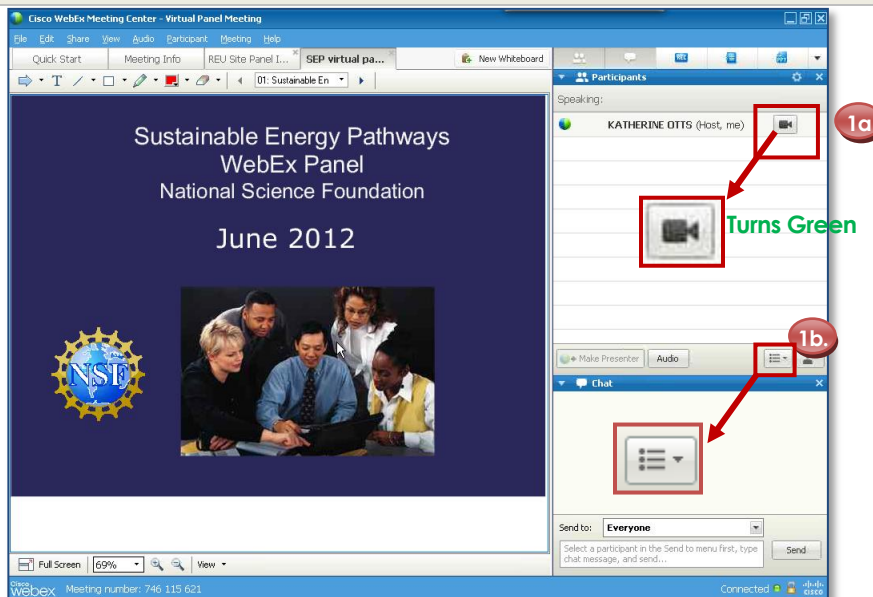


Panelist Resources, Controls and methods to provide Feedback

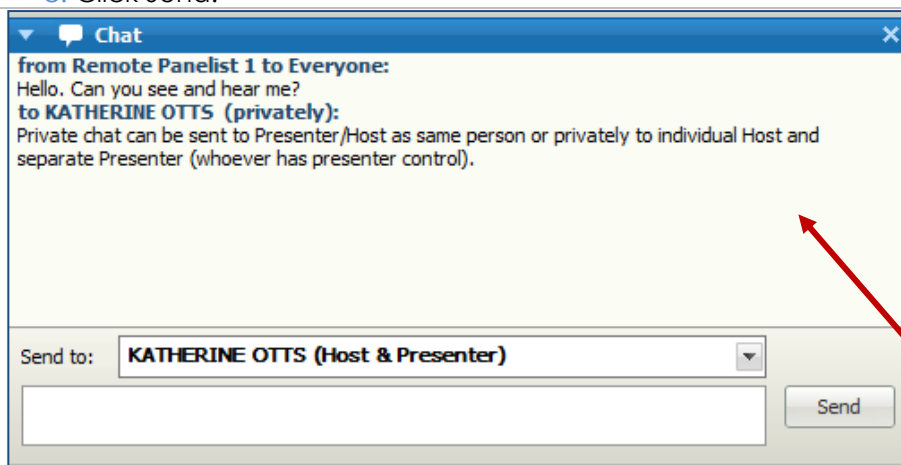
Select the following options to customize your role an experience using WebEx.

Virtual Panel participation is important to us-. We value your feedback. Please learn how to submit your feedback to NSF.

1. **Share Video-** Are you interested in sharing your video?
 - a. If you desire to share video, click the camera icon next to your name to activate the web cam (it will turn green). Your image will be shared with others. The video function is deactivated when the camera icon is gray.
 - b. Use video bulleted icon to change video display to see multiple video images.

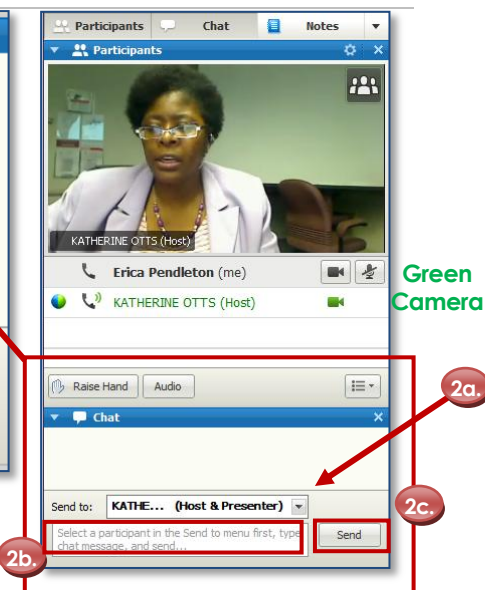


2. **Send Chat to Host-** Would you like to send a question or comment during the meeting?
 - a. Click on the drop-down window to select, Send to: HOST or PRESENTER (Privately) or EVERYONE.
 - b. Type your message in the field provided.
 - c. Click Send.



NOTE

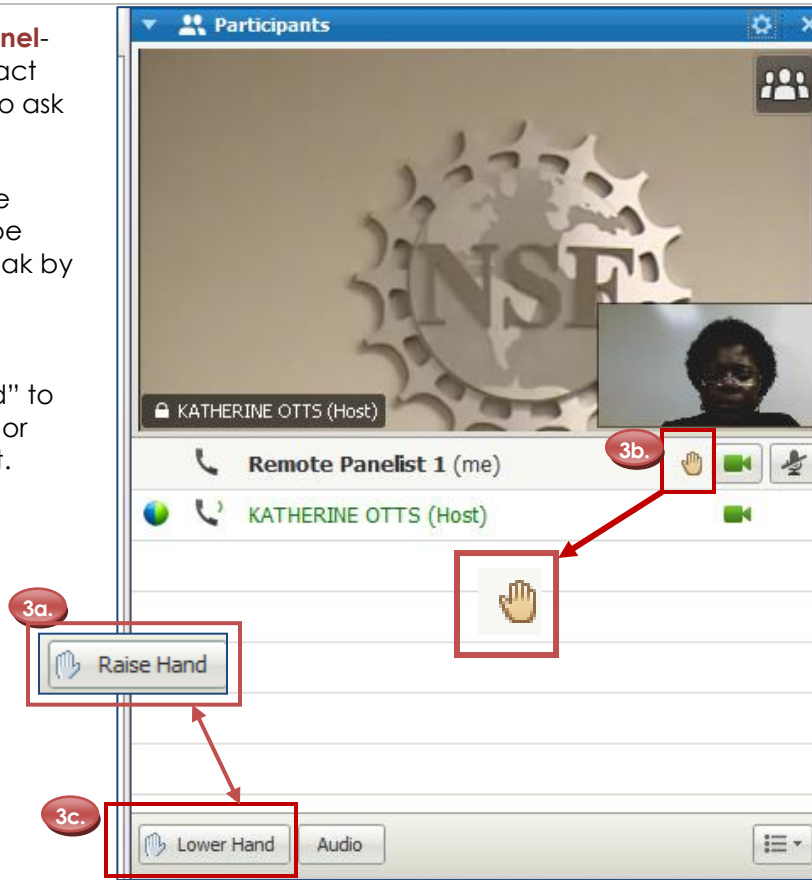
Private Chats are not allowed between panelists.



3. Respond to Host or Panel-

Would you like to attract the HOST's attention to ask a question?

- a. Click on the "Raise Hand" button to be recognized to speak by Host/Presenter.
- b. Raised Hand Icon Appears.
- c. Click "Lower Hand" to end conversation or response with host.

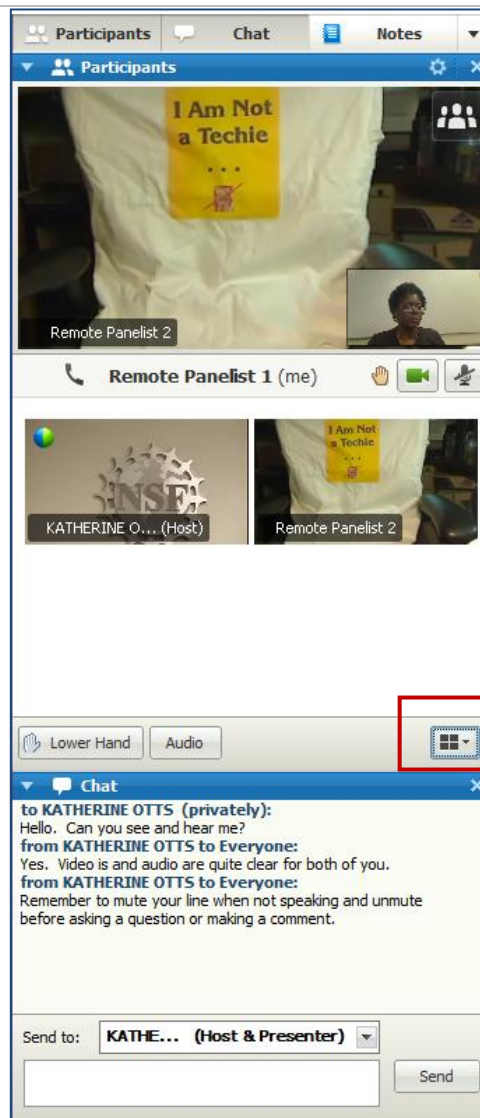
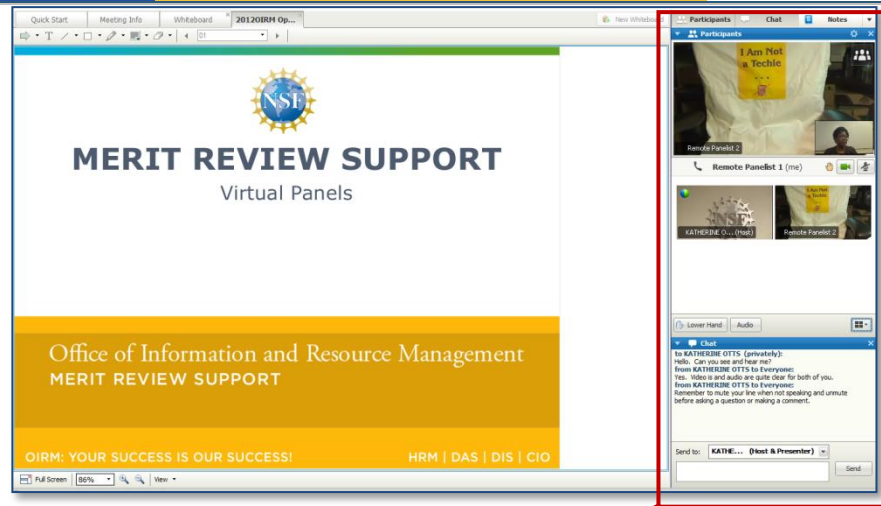


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4. **View Presentation and Panelists**- Did you know it is possible to switch list view to video image display view during a meeting?
- a. Click the video thumbnail icon to view multiple video images.
 - b. Click icon again to switch back to Participants tab to view list.



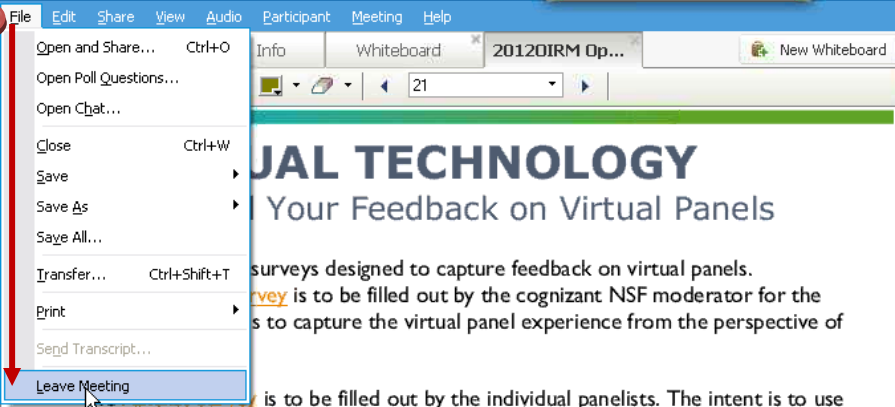
4a.

NOTE

Toggle between list and video thumbnail views.

5. Leave the Meeting- How do I disconnect or exit the meeting?

- To leave the meeting, hang up the phone, click "File" and "Leave Meeting".
- For COI discussions, program managers will temporarily disconnect panelists from the meeting and contact them via phone or email to advise it is time to rejoin/reconnect to the meeting.

5a. The screenshot shows a virtual meeting window with a menu bar (File, Edit, Share, View, Audio, Participant, Meeting, Help) and a toolbar. The 'File' menu is open, showing options like 'Open and Share...', 'Open Poll Questions...', 'Open Chat...', 'Close', 'Save', 'Save As', 'Save All...', 'Transfer...', 'Print', 'Send Transcript...', and 'Leave Meeting'. A red arrow points to the 'Leave Meeting' option. The background shows a whiteboard with the title 'VIRTUAL TECHNOLOGY' and the subtitle 'We Need Your Feedback on Virtual Panels'.

Below are links to surveys designed to capture feedback on virtual panels. The **Moderator Survey** is to be filled out by the cognizant NSF moderator for the panel. Its purpose is to capture the virtual panel experience from the perspective of NSF.

The **Panelist Survey** is to be filled out by the individual panelists. The intent is to use that information to help us improve the panelist experience and to address issues that appear to be common to the virtual panel process, service or technology. Program Officers are asked to complete the Moderator Survey and provide their panelists with the survey link (http://www.surveymonkey.com/s/nsf_virtual_panel_for_panelists) with a request that they complete the survey as soon as possible after the panel is finished.

The results will be analyzed by the Virtual Panel Task Force led by José Muñoz, NSF Chief Technology Officer, and made available to directorate Virtual Panel Champions.

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6. Panelist Feedback- How can I provide feedback to NSF about my experience?

- To give feedback, go to URL: http://www.surveymonkey.com/s/nsf_virtual_panel_for_panelists
- Complete Panelist Survey.

The screenshot shows a virtual meeting window with a menu bar (File, Edit, Share, View, Audio, Participant, Meeting, Help) and a toolbar. The 'File' menu is open, showing options like 'Open and Share...', 'Open Poll Questions...', 'Open Chat...', 'Close', 'Save', 'Save As', 'Save All...', 'Transfer...', 'Print', 'Send Transcript...', and 'Leave Meeting'. A red arrow points to the 'Leave Meeting' option. The background shows a whiteboard with the title 'VIRTUAL TECHNOLOGY' and the subtitle 'We Need Your Feedback on Virtual Panels'.

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7. Congratulations, you have just used WebEx to participate in a Panel Discussion.

Need help using LearnNSF? Click on the **Help** link on the top navigation bar for answers anytime!

Home | Search Catalog  |  Help | 